



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY
UNITED STATES ARMY SIGNAL ACTIVITY
MILITARY DISTRICT OF WASHINGTON
FORT MYER, VIRGINIA 22211

REPLY TO
ATTENTION OF

ANIM-HH (100)

19 November 2001

MEMORANDUM FOR Headquarters and Headquarters Company, United States Army Signal
Activity - MDW, Fort Myer, VA 22211

SUBJECT: Counseling - Policy Memorandum #11

1. The minimum counseling requirements for noncommissioned officers and soldiers assigned to Headquarters and Headquarters Company are as follows:

a. Noncommissioned Officer Evaluation Report (NCOER) counseling requirements for NCOERs are outlined in AR 623-205, para. 3-3. The timelines for counseling are initial counseling within 30 days of the rating period and at least quarterly (every three months) thereafter. The NCOER system is a counseling based system, without proper counseling the system will fail.

b. Specialists and sergeants eligible for promotion to sergeant or staff sergeant, who are not recommended for promotion, without wavier, will be counseled by me. I will conduct the initial counseling with the soldier and the NCOIC will conduct monthly counseling sessions thereafter IAW AR 600-8-19, para. 312g. Soldiers that do not receive the maximum 150 duty performance evaluation points from me will be counseled in writing outlining the reasons for the point reduction. Evaluations will be objective and provide soldiers with measurable areas for improvement in their performance.

c. Soldiers will be counseled at a minimum of once each month. Soldiers must be told how they are performing, their duties and what is expected of them. They must also be counseled on steps to take for self-development and improvement. This should also include company and battalion policies, equal opportunity, prevention of sexual harassment, safety, chain of command, NCO support channel, and family advocacy.

2. Counseling must be consistent and as often as the supervisor feels it is necessary. Counseling must be used for the positive as well as the negative. Supervisors must be familiar with the concepts in FM 22-100.

Original Signed
TOAN D. DO
CPT, SC
Commanding